

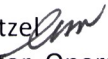
STATE UNIVERSITIES CIVIL SERVICE SYSTEM

Sunnycrest Center
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James D. Montgomery
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel
Testing Personnel
Police Chiefs

FROM: Lucinda M. Neitzel 
Assistant Director, Operations and Audit Division

SUBJECT: Proposal Notice for the Police Corporal Classification

DATE: May 4, 2015

The State Universities Civil Service System continues to routinely revise and modify the classification plan. The overall objective is to provide an efficient and effective classification and examination system that meets the business requirements of each employer. In this respect, the System Office is attempting to address the redundancy of duties contained within the Police Series. Therefore, the following modifications are being proposed for the discontinuation of the Police Corporal classification from the State Universities Civil Service System classification plan.

<u>Current Class</u>	<u>Action</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Effective Date</u>
2787 Police Corporal	DISCONTINUED CLASSIFICATION	N/A	13/Protective Services	069	6/15/15

Class Specification and Examination Components/Instruments

For classification/examination details and other information visit the class specification link at our website at www.sucss.illinois.gov.

Change-In-Title (CIT) Transactions

As a result of this proposed change, CIT transactions are authorized for this classification in accordance with CIT Policy #1, as referenced in section 3 of the Classification Plan Management Procedures Manual. At the employer's discretion and based upon a review of the position description, employers are authorized to either transition current incumbents to the Police Sergeant classification, or to the Police Officer classification in accordance with CIT Policy #1 procedures. Employers also have the option of

allowing current incumbents to remain in the Police Corporal classification. However, the Police Corporal classification will no longer be supported and no additional appointments to this classification will be authorized. Current incumbents in the Police Corporal classification should be encouraged to complete the examination for Police Sergeant at their earliest convenience.

Human Resources Records / Seniority

Appropriate updates should be completed in each file for any employee who has previously held a position in a discontinued classification. Appropriate seniority updates should be completed for all incumbents transitioned under Change-In- title policies in accordance with procedural guidelines. In this respect, individual seniority calculations should be carefully reviewed during this proposal notice period.

Salary/Compensation

Current incumbents should remain at least at their current salary/compensation level, unless other local compensation policies or collective bargaining agreements dictate otherwise.

If you have any questions or need additional information, or would like to provide feedback or concerns regarding this change, please contact me at (217) 278-3150 Ext. 236 or at cindyn@sucss.illinois.gov.